

	INDIANA DEPARTMENT OF CHILD SERVICES CHILD WELFARE MANUAL	
	Chapter 9: Interstate Compact on the Placement of Children (ICPC)	Effective Date: March 1, 2013
	Section 3: Initial Placement/Placement Changes	Version: 2

POLICY **[REVISED]**

The Indiana Department of Child Services (DCS) will require the DCS local office to notify the DCS Interstate Compact on the Placement of Children (ICPC) Office in writing of:

1. Any changes in placement involving Indiana children; and
2. All placement changes involving children from other states.

Note: This policy also applies to changes in the placement address (including address changes across Indiana counties) and Termination of Jurisdiction. See separate policy, [9.10 Termination of Jurisdiction](#).

Code References

[IC 31-28-4: Interstate Compact on the Placement of Children](#)

PROCEDURE

[REVISED] For initial placements, placement changes, and ICPC closures involving Indiana children, the Family Case Manager (FCM) will:

1. Complete an [Interstate Compact on the Placement of Children Report on Child's Placement Status \(SF 26174/100B\)](#) and retain one (1) copy for the case file; and
2. Email a copy of the [Interstate Compact on the Placement of Children Report on Child's Placement Status \(SF 26174/100B\)](#) to the DCS ICPC Unit or mail two (2) copies to DCS ICPC Central Office.

Note: The date of placement must be noted on the [Interstate Compact on the Placement of Children Report on Child's Placement Status \(SF 26174/100B\)](#).

[REVISED] For placement changes involving children from other states who have been approved for ICPC placement in Indiana, the DCS ICPC Office will:

1. Receive the emailed or mailed copies of the [Interstate Compact on the Placement of Children Report on Child's Placement Status \(SF 26174/100B\)](#);
2. Review the [Interstate Compact on the Placement of Children Report on Child's Placement Status \(SF 26174/100B\)](#) within three (3) business days, for completeness and accuracy, and sign the form;
3. Create a case in the Management Gateway for Indiana's Kids (MaGIK), listing the child's placement date;
4. Forward one (1) signed copy of [Interstate Compact on the Placement of Children Report on Child's Placement Status \(SF 26174/100B\)](#) to the DCS local office;
5. Create a resource household in MaGIK when the [Interstate Compact on the Placement of Children Report on Child's Placement Status \(SF 26174/100B\)](#) is received or when the child arrives in Indiana, whichever comes first;

6. Request supervision of the placement and [Interstate Compact on the Placement of Children \(ICPC\) Supervision Report \(SF 54335\)](#); and
7. Retain one (1) copy of the [Interstate Compact on the Placement of Children Report on Child's Placement Status \(SF 26174/100B\)](#) for the ICPC Office case file. See separate policy. [9.9 Placement Updates and Supervision Reports](#).

PRACTICE GUIDANCE

N/A

FORMS AND TOOLS

1. [Interstate Compact on the Placement of Children Report on Child's Placement Status \(SF 26174/100B\)](#)
2. [Interstate Compact on the Placement of Children \(ICPC\) Supervision Report \(SF 54335\)](#)

RELATED INFORMATION

[NEW] DCS ICPC Office

The DCS ICPC Office is located at the DCS Central Office.
Indiana Department of Child Services
Attn: Deputy Compact Administrator
302 West Washington Street
Room E306, MS 08 ICPC Unit
Indianapolis, Indiana 46204-2739
(317) 232-4769- phone
(317) 234-4633- fax

[NEW] DCS ICPC Unit Electronic Mailbox

The DCS ICPC Unit Mailbox ICPCUnit.dcs@dcs.in.gov may be accessed in Outlook. Progress reports, [Interstate Compact on the Placement of Children Report on Child's Placement Status \(SF 26174/100B\)](#) and questions may be sent to this mailbox.